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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School, OTR

DATE: 28 December 1955

FROM : AO/OS/TR

SUBJECT: Weekly Activity Report #52

EYES ONLYA. SIGNIFICANT ITEMS.

1. AO/OS is on annual leave this week.

B. OTHER ITEMS.

1. TRAINING MATERIALS.

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d. The Overseas Unit is in the process of organizing the files inherited from predecessors in this office, from ISB, and very recently from [] It is planned that after they are coordinated, critiques will be obtained on the material and any obsolete items discarded or brought up to date. As the files are reorganized, a permanent card file is being set up which will serve as a current record of all overseas training material. Entries are made on these cards concerning the distribution of

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the particular lesson plan, a short statement of the content, an evaluation of its suitability for overseas use, and any other pertinent information. Thus, it is hoped that eventually there will be on file in this office an accurate and comprehensive record of training materials for overseas use.

e. During the reorganization period, a report is being compiled which will show the dissemination of training materials by the Overseas Unit since 1 January 1955, by DDP project insofar as the records permit.



25X1

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